



**Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, July 22, 2025**

Members Present: Chair Perry Beise, Commissioner Eric Johnson, Commissioner Robert Rydberg, Commissioner Dennis Booth, Commissioner Dornan Bland, Commissioner Anthony Kaba

Members Absent: Councilmember Jennifer Wagner, Commissioner James Zahler

Staff Present: Community Development Director Zack Carlton, Senior Planner Chris Leeseberg, and Sr. Administrative Assistant/Recording Secretary Katie Porath

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:45 p.m.

2. CONSIDER AGENDA

Moved by Commissioner Johnson and seconded by Commissioner Booth to approve the agenda. Motion carried 6-0.

3. CONSIDER MINUTES

Moved by Commissioner Johnson and seconded by Commissioner Booth to approve the following consent items as outlined in their respective staff reports. Motion carried 6-0.

3.1 Draft Minutes - June 24, 2025

4. PUBLIC HEARINGS

4.1 Conditional Use Permit: Renewable Natural Gas Facility - Elk River Landfill/Waste Management, 22460 Highway 169

Mr. Carlton presented the staff report.

Commissioner Johnson asked if there were any concerns with noise or fumes. Mr. Carlton stated that the location next to the landfill, major roads, and the gravel mine meant that noise and fumes already existed and may not be of concern.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Commissioner Rydberg asked if the product would be shipped off-site in a truck. Mr. Carlton stated the product would remain on site until it is pumped through underground pipes.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend approval of the Conditional Use Permit granting approval of a renewable natural gas processing facility on the Elk River Landfill site, subject to the following conditions:

- 1. Waste Management must receive all required land use and zoning approvals from Sherburne County for the portion of the operation within their jurisdiction.**
- 2. Approval of the associated variance (V 25-10) granting approval of a zero-foot lot line setback.**
- 3. Any work within MnDOT right-of-way, including underground utility work, will require additional permitting from the state.**
- 4. Utility work within the city's right-of-way requires separate permitting, and is in addition to all commercial building permit requirements. Motion carried 6-0.**

4.2 Interim Use Permit: Residential Occupation - Robert Kendrick, 11473 199th Ave NW

Mr. Leeseberg presented the staff report.

Commissioner Johnson asked if any of the conditions were different from their 2020 application. Mr. Leeseberg stated the conditions were nearly identical.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Moved by Commissioner Johnson and seconded by Commissioner Kaba to recommend approval of the Interim Use Permit with the following conditions:

- 1. All openings to the accessory structure shall be closed when the business is in operation.**
- 2. There shall be no outdoor storage of any business products or equipment.**
- 3. The building must meet all commercial building requirements.**
- 4. There shall be no customers/retail sales on site.**
- 5. The IUP will expire upon the sale of the property.**

Motion carried 6-0.

4.3 Conditional Use Permit: Amending CU 23-02 to allow vehicle repair and storage - Skyline Motors and Collision, 17242 Ulysses St. NW

Mr. Leeseberg presented the staff report. He stated the applicant asked for an adjustment from the packet location map to maintain some open area on the west side. The applicant asked to change the date of compliance with conditions from September 2 to October 15, 2025.

Commissioner Rydberg clarified that the red line indicated the proposed fencing. Mr. Leeseberg confirmed.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Commissioner Kaba asked if staff was ok with extending the deadline for conditions from September 2 to October 15, 2025.

The Commissioner discussed the ramifications of non-compliance. Commissioner Bland was in favor of not granting the permit until there was compliance. Mr. Carlton stated he was hopeful, with new operators, there would be compliance. However, if there was non-compliance, the Council could revoke their CUP.

Moved by Commissioner Booth and seconded by Commissioner Johnson to recommend approval of the Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

- 1. The Conditional Use Permit shall not be recorded until all conditions have been completed.**
- 2. An amendment to this Conditional Use Permit will be required for future changes/additions not shown on the Staff Site Plan dated 7-22-2025.**
- 3. A code analysis finding building code compliance for the areas approved for use under this CUP shall be prepared by an appropriate registered professional.**
- 4. The number of motor vehicle sales dealers shall be limited to one (1).**
- 5. No more than 5 “for sale” vehicles may be displayed on the subject property.**
- 6. All motor vehicle repairs, body work, or detailing shall only occur inside the building.**
- 7. Exterior doors shall be closed while any motor vehicle repair, body work, or detailing occurs.**
- 8. The damaged vehicle storage area shall be limited to the area identified on the Staff Site Plan dated 7-22-2025.**

The following conditions must be completed by October 15, 2025:

- 1. Fencing shall be installed as shown on the Staff Site Plan dated 7-22-2025.**
- 2. The parking lot shall be striped to city requirements for the stalls shown on the Staff Site Plan dated 7-22-2025.**
- 3. Five signs shall be installed indicating “For Sale” vehicles as shown on the Staff Site Plan dated 7-22-2025.**

Motion carried 6-0.

4.4 Zone Change: City of Elk River, Business Park (BP) to Highway Commercial (C3)

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend approval of the proposed zone changes from Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c) as shown on the Existing and Proposed exhibit. Motion carried 6-0.

4.5 Land Use Amendment: City of Elk River Business Park (BP) to Mixed Residential (MR)

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend approval of the Comprehensive Plan amendment changing the land use from Highway Business to Mixed Residential. Motion carried 6-0.

5. GENERAL BUSINESS

Mr. Carlton publicly thanked Jennifer Green, Sr. Administrative Assistant, for her work in the Community Development department over the past 8 years.

6. COUNCIL LIAISON UPDATES

There were no Council liaison updates.

7. MOTION TO ADJOURN REGULAR MEETING

Moved by Commissioner Rydberg and seconded by Commissioner Booth to adjourn the meeting. Motion carried 6-0.

The meeting adjourned at 7:09 p.m.

Minutes prepared by Katie Porath.



Perry Beise, Chair



Tina Allard, City Clerk